



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909  
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# **PROGRAM ANNOUNCEMENT**

October 14, 2003

## **Chief Judges & Court Managers Seminar**

February 24-26, 2004  
Hall of Justice Conference Center  
Lansing, Michigan

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### **Introduction**

The Michigan Judicial Institute is pleased to announce a seminar for the new or experienced chief judge and his/her court manager. The program is designed to develop or enhance the critical administrative skills of the chief judge and the court manager. The program will focus on the essential elements of court management: Leadership & Leadership Styles; Diagnosing Organizational Problems; Human Resource Management; Budgeting and Fiscal Management/Administration; and Collegiality, Delegation and Self-Governance. In addition, the State Court Administrative Office will hold a session to highlight administrative initiatives that address issues all chief judges and court managers may face in their respective courts.

### **Program Description**

This three-day program will offer chief judges and court managers an opportunity to focus on topics essential to effective court management. On Tuesday, February 24, participants will consider the requirements for leadership in the court system and also learn some approaches to diagnosing organizational problems in courts. During the afternoon program, participants, using an assessment instrument, will learn about their leadership style as it relates to their role as chief judge or court administrator.

On Wednesday, February 25, participants will spend time on budgeting and fiscal management, with a look at the budgeting issues currently facing Michigan courts. In addition, participants will receive information on key human resource management principles and discuss issues related to working with collective bargaining units and the county personnel office, as well as compliance with current employment law requirements.

Wednesday will conclude with a reception from 4:30-6:00 pm. During the reception, chief judges and court managers will have an opportunity to meet with other colleagues, as well as Justices and select staff

from the Supreme Court and the State Court Administrative Office. The reception will offer participants a chance to informally discuss individual court challenges and possible strategies for addressing them. Supreme Court and SCAO staff will be introduced and then available during the reception to answer questions and provide information on the type of assistance their offices may provide to courts in the areas of intergovernmental relations, human resource management, media relations, fiscal management, as well as regional and trial court services. Seminar participants should bring issues and/or ideas for discussion during the reception.

On Thursday, February 26, participants will consider the transition from Judge to Chief Judge; the challenges of judicial/self-governance; the critical roles of the Chief Judge and Court Administrator; and the art of delegation. Thursday afternoon offers a special session with SCAO leadership on administrative initiatives that address issues all chief judges and court managers face in their respective courts. The discussion will be on topics such as funding challenges/disputes; managing judicial officers in your court; and recurring personnel issues in the trial court. The seminar will conclude on Thursday with a message from Chief Justice Maura D. Corrigan.

## **Faculty**

The seminar instructors will include:

Mr. Theodore H. Curry, II, Director of the graduate School of Labor & Industrial Relations of Michigan State University, the largest graduate program in human resources and labor relations in the country. In addition to his administrative duties, Professor Curry regularly serves as a seminar leader and consultant for trial and appellate courts on human resources and labor relations topics.

Dr. John K. Hudzik, Professor of Criminal Justice and Dean, International Studies & Programs, Michigan State University. Dr. Hudzik also has teaching responsibilities in the masters and doctoral programs in fiscal administration, program planning, personnel administration, and research methods. He regularly serves as a consultant to judicial branch agencies in the areas of strategic planning, policy development, fiscal administration, and human resource management.

Dr. R. Dale Lefever, Assistant Professor and Assistant Chair for Planning & Program Development in the Department of Family Medicine, University of Michigan. Dr. Lefever also serves as a consultant for justice system personnel in the areas of leadership, team building, and strategic planning.

Representatives from the Michigan Supreme Court and SCAO will also speak during the course of the seminar.

## **Eligible Participants**

This seminar is designed for new and experienced chief judges and court managers. Much of the content will be useful to both chief judges and court managers. Therefore, chief judges may elect to invite the court manager in their court who has significant leadership responsibility to attend this program with them. However, because the program will not focus on the development of the court management team, individual chief judge applications will be given first priority. Courts with the potential for a new chief judge should submit a program registration form, thereby assuring that a space will be reserved for their court.

## **General Seminar Schedule**

### **Day 1, Tuesday, February 24<sup>th</sup>**

8:30 a.m. - 8:55 a.m.	Seminar Registration
9:05 a.m. - 9:30 a.m.	Opening Remarks - Justice Clifford W. Taylor
9:30 a.m. - 12:00 p.m.	Morning Session
12:00 p.m. - 12:45 p.m.	Group Luncheon
12:45 p.m. - 4:00 p.m.	Afternoon Session

### **Day 2, Wednesday, February 25<sup>th</sup>**

9:00 a.m. - 12:00 p.m.	Morning Session
12:00 p.m. - 12:45 p.m.	Group Luncheon
12:45 p.m. - 4:30 p.m.	Afternoon Session
4:30 p.m. - 6:00 p.m.	Reception with Supreme Court Justices and select Supreme Court and SCAO Staff

### **Day 3, Thursday, February 26<sup>th</sup>**

9:00 a.m. - 12:00 p.m.	Morning Session
12:00 p.m. - 12:45 p.m.	Group Luncheon
12:45 p.m. - 2:45 p.m.	Afternoon Session
2:45 p.m. - 3:00 p.m.	Closing Remarks - Chief Justice Maura D. Corrigan

## **Lodging & Meals**

On the evenings of Tuesday, February 24 and Wednesday, February 25, the Michigan Judicial Institute will provide double-occupancy lodging at the Lansing Sheraton Hotel for all participants whose offices are located more than 65 miles from the seminar site. If you request a single-occupancy room, you will be responsible for one-half of the double-occupancy room rate. Please make the appropriate lodging request on the attached registration form.

All seminar participants will receive complimentary group luncheons and refreshment breaks during the course of the three-day seminar. Additionally, there will be a reception Wednesday, February 25, with hot and cold hors d'oeuvres. All other incidental expenditures, including dinners, mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental unit.

Facility space constraints will not allow MJI to make any arrangements to accommodate spouses, family or friends of the seminar participants for lodging, meals or at the seminar itself.

MJI programs are offered at facilities that accommodate persons with disabilities. If you require special accommodations during the program, please indicate your needs on the attached registration form.

## **Seminar Registration**

Individuals interested in attending this seminar must complete the attached seminar registration form, which may be duplicated. Registration forms must be received by Tricia Shaver no later than 5:00 p.m. on **Friday, December 19, 2003**. Registration is limited to 90 participants, and is on a first-come, first-served basis. Courts with the potential for a new chief judge should submit a program registration form, thereby assuring that a space will be reserved for their court.

Applicants selected to attend the seminar will be notified by mail following the registration deadline. Specific on-site registration information, and the leadership style inventory, will be included with the acceptance notification mailing. Every applicant accepted for this program must complete and return the inventory prior to the seminar.

After reading this announcement, if you have any questions concerning this seminar or registration process, please call Tricia Shaver at 517/373-7452, Cathy Weitzel at 517/373-7510, or Dawn McCarty at 517/373-7509.

Please complete the attached registration form and return it by **Friday, December 19, 2003**, to:

**Tricia Shaver  
Program Assistant  
Michigan Judicial Institute  
P.O. Box 30205  
Lansing, MI 48909  
Or  
Fax: (517) 373-7615**

# **Registration Form**

Michigan Judicial Institute

## **Chief Judges & Court Managers Seminar**

February 24-26, 2004  
Michigan Hall of Justice Conference Center  
Lansing, Michigan

**Name (Mr./Ms./Hon.)** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Court Name/Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_ **E-mail:** \_\_\_\_\_

***Team Members (each member must submit an individual registration form):***

(Name)

(Title)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Note:** Courts with the potential for a new chief judge should submit a program registration form, thereby assuring that a space will be reserved for their court.

### **Lodging Policy**

The Institute will pay for the cost of double-occupancy lodging the evenings of Tuesday, February 24, and Wednesday, February 25, for all participants whose courts are more than 65 miles from the Lansing Sheraton Hotel. All rooms are double-occupancy and will be assigned roommates by the Institute. If you wish for a single-occupancy room, you will be required to pay approximately \$40.00, plus tax, per night at the time of checkout. Please indicate your accommodations preference on the reverse side of this registration form. Room reservations must be made with the Michigan Judicial Institute by **Friday, December 19, 2003.**

Our programs are offered at facilities that accommodate persons with disabilities. Therefore, if you require special accommodations, please indicate your needs below.

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### **Lodging Accommodations**

- ☐ I will not require lodging.
- ☐ I will require lodging for the following nights:
- ☐ Tuesday, February 24      ☐ Wednesday, February 25
- ☐ I prefer a single-occupancy room. (I will pay approximately \$40.00, plus tax)
- ☐ I prefer a double-occupancy room. (MJI pays and will assign a roommate.)
- ☐ I am a smoker      ☐ I am a non-smoker

Preferred Roommate: \_\_\_\_\_ Court: \_\_\_\_\_

### **Accommodations Guarantee**

If MJI does not receive a credit card number your room will **NOT** be guaranteed. Rooms not guaranteed will be released by the hotel at 5:00 p.m.

☐ I want my room guaranteed for late arrival on the dates listed above. Please guarantee my room using the following credit card number.

☐ American Express    ☐ MasterCard    ☐ Diners Club    ☐ Visa

☐ Discover    ☐ Other: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### **Lodging Cancellation**

**MJI arranges guaranteed room reservations based on your request.** If you do not call the hotel and cancel your reservations by 5:00 p.m. on the date of the reservation, the cost of the room will be charged by the hotel to the credit card account you have provided.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Chief Judge Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed and **SIGNED** Registration Form and Questionnaire  
by **Friday, December 19, 2003**, to:

Tricia Shaver  
Program Assistant  
Michigan Judicial Institute  
P.O. Box 30205  
Lansing, MI 48909  
or  
Fax: (517) 373-7615